



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Fire Captain
Class Code Number	6040

General Statement of Duties

Supervises and coordinates the operations and activities of a fire company; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to supervise and coordinate the operations and activities of a fire company. This class is distinguished from the class of Fire Captain II in that the Fire Captain II provides supervision to an entire shift and/or a special program within the Fire Department. The work is performed under the supervision and direction of higher level staff as assigned, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned departmental personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in various emergency and non-emergency situations, including exposure to hazardous materials, large quantities of smoke, heavy traffic areas, intense heat, direct exposure to flames, decimated structures, extreme weather conditions, blood-borne pathogens, and other related environments in which the employee is subject to potential personal danger.

Examples of Essential Work (Illustrative Only)

- Plans, prioritizes, assigns, supervises, and reviews the work of a fire company;
- Confers with the Fire Chief, Assistant Fire Chiefs, Captain II's and other Captains on planning, developing, and implementing goals, objectives, policies, procedures, and work standards for the overall department, and the operations and activities within area of assigned responsibility;
- Responds to fires and emergencies, and directs firefighting operations until relieved by a higher ranking officer, including commanding tactical and safety activities to ensure all response activities are conducted in a manner consistent with prescribed policies and procedures; recognizes need for and participates in all aspects of fire fighting operations as necessary;
- Confers with Fire administration and participates in the development of the Fire Department's budget, including submitting budget recommendations and monitoring expenditures;
- Ensures an accurate and efficient inventory of necessary equipment and supplies, including purchasing needed equipment, and submitting equipment requests accordingly;
- Trains and supervises assigned staff to implement goals, objectives, and functions of fire companies, including motivating and evaluating assigned personnel, coordinating and participating in ongoing training activities, participating with staff in correcting deficiencies, recommending and implementing disciplinary actions, and maintaining records as appropriate;
- Establishes and maintains effective working relationships with other Fire Department personnel; works closely with the Fire Chief and other Fire Department personnel, a variety of public and private organizations, community groups, and other City, County, and State officials in developing programs and implementing projects for fire suppression, emergency response, fire prevention, training, administration and/or apparatus/buildings/grounds;
- Acts as the City's representative and liaison on relevant topics, including but not limited to, responding to questions and comments from the public in a courteous and timely manner; collaborating with involved parties to reach resolutions on identified issues; speaking in public and making public presentations;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual and computer generated materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of related Federal, State, and local laws, codes, ordinances, and regulations;
- Thorough knowledge of the principles, procedures, rules, regulations and techniques of modern firefighting, fire prevention, training, fire administration and apparatus, buildings and grounds;
- Thorough knowledge of local geography, including the location of water mains and hydrants, and the major fire hazards of the City;
- Thorough knowledge of the principles, practices and techniques of emergency medical treatment protocols and processes;
- Thorough knowledge to respond to Hazardous Materials Incidents as a First Responder at the operations level;
- Substantial knowledge of Technical Rescue and Confined Space Rescue operations;
- Substantial knowledge of basic building construction techniques and practices;
- Substantial knowledge of the practices, procedures, and equipment used in fire investigations, including the ability to recognize and collect evidence;
- Substantial knowledge of search and seizure procedures;
- Substantial knowledge of operation characteristics and designs of fire protection systems, sprinkler systems, alarm systems, elevators, and other related systems;
- Thorough knowledge of the principles and practices of developing and monitoring accurate operational budgets;
- Thorough knowledge of the principles of supervision, training, and performance evaluation;
- Thorough knowledge of modern office practices, procedures, methods, and computer equipment;
- Ability to interpret and explain department goals and objectives;
- Ability to take control of and direct a variety of emergency services related to fire suppression, emergency medical response and hazardous materials incidents;
- Ability to direct and supervise operations and activities related to fire prevention, training, administration and the maintenance of apparatus, buildings and grounds;
- Ability to participate in the preparation and administration of assigned budgets;
- Ability to supervise, train, motivate, evaluate, and implement disciplinary actions to assigned staff;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or equivalent to the completion of twelfth grade; and
- Four to six years of municipal fire suppression and prevention experience, with two years experience comparable to a Fire Engineer with the City of Eureka.

Required Special Qualifications

- Valid Emergency Medical Technician 1;
- Valid State of California Firefighter I Certificate;
- Valid Class B California Driver's License;
- ETAD Certificate;
- Valid Medical Examiners Certificate (CDL);
- Valid Hazardous Materials First Responder Operations Certificate (FRO);
- Valid Hazardous Materials First Responder Operations Decontamination Certificate (Decon);
- Defibrillation certificate (if not included with Emergency Medical Technician 1 certificate);
- Completion of the Eureka Fire Department Company Officer Program.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to operate a vehicle, perform fire prevention, fire suppression, and related operations, and review a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, and other related office equipment and use firefighting equipment in emergency situations;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to easily access a variety of City locations and efficiently and effectively carry out all physical duties involved in suppression and prevention of firefighting.